

**SUMMARY OF THE
TRANSITION AD HOC COMMITTEE MEETING
FEBRUARY 27, 2002**

The Transition Ad Hoc Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, February 27, 2002, at 1:00 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Dr. Paul Kimsey of the California Department of Health Services. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

REVIEW OF PREVIOUS MINUTES

The minutes from the January 09, 2002, and February 13, 2002, teleconferences were reviewed and approved as amended.

NELAC RESTRUCTURE

Kenneth Jackson gave an update on the progress made by the Program Policy and Structure Committee. The Committee had begun drafting language for the Constitution and Bylaws for the Standards Development organization but encountered issues that needed clarification before further progress could be made. These issues will be addressed in Dallas at the joint meeting.

DALLAS MEETING

Dr. Kimsey reviewed the plans for the Dallas meeting. There was some discussion regarding the need for a facilitator for this meeting. Dr. Jackson will contact members of his committee for a volunteer. Dr. Kimsey will finalize the agenda and send it to everyone. Some suggested topics for the agenda are:

- Introduction
- Short-term Plans
- Short-term Timelines
- Long-term Plans
- Summary and Action Items

FUTURE TELECONFERENCES

The next teleconference will be March 13, 2002 at 1:00 p.m. EST.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
TRANSITION AD HOC COMMITTEE MEETING
FEBRUARY 27, 2002**

Item No.	Action	Date to be Completed
1	There are no action items at this time.	

**PARTICIPANTS
TRANSITION AD HOC COMMITTEE MEETING
FEBRUARY 27, 2002**

Name	Affiliation	Address
Paul Kimsey, Chair	California Dept. of Health Services	T: (510) 307-8419 F: (510) 412-5848 E: pkimsey@dhs.ca.gov
Ann Marie Allen	Massachusetts Dept. of Environmental Protection	T: (978) 682-5237 F: (978) 688-0352 E: ann.marie.allen@state.ma.us
Carol Batterton	Texas National Res. Cons. Comm. (TNRCC)	T: (512) 239-6306 F: (512) 239-2249 E: cbattert@tnrcc.state.tx.us
Marcia Davies	US Army Corps of Engineers	T: (402) 697-2555 F: (402) 697-2595 E: marcia.c.davies@usace.army.mil
Barbara Finazzo (Absent)	US EPA Region 2	T: (732) 321-6754 F: (732) 321-4381 E: finazzo.barbara@epa.gov
Kenneth Jackson	New York State Dept. of Health	T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org
Jeanne Hankins (Absent)	USEPA	T: (919) 541-1120 F: (919) 541-4261 E: hankins.jeanne@epamail.epa.gov
J. Wilson Hershey	Lancaster Laboratories, Inc.	T: (717) 656-2300 F: (717) 656-0450 E: jwhershey@lancasterlabs.com
Silky Labie (Absent)	Florida Dept. of Environmental Protection	T: (850) 488-2796 F: (850) 922-4614 E: silky.labie@dep.state.fl.us
Deborah Loring	Severn Trent Laboratories	T: (802) 655-1203 F: (802) 655-2348 E: dloring@stl-inc.com
Ilona Taunton	TestAmerica Inc.	T: (828) 258-3746 F: (828) 258-3973 E: itaunton@testamericainc.com
Chuck Wibby (Absent)	Wibby Environmental	T: (303) 940-0033 F: (303) 940-0043 E: cwibby@wibby.com
Gabrielle Porath (Contractor Support)	Anteon Corporation	T: (702) 731-4150 F: (702) 731-4027 E: gporath@anteon.com